Youth Emergency Telephone Referral Network Program, Progress Report Instructions

1. Open the word file named *YT Progress Report*. On line #1, Project Title, click once on the shaded area, and enter the Project Title.

2. Enter the Grant Award Number

3. Enter the Grantee

4. Enter the Grant Period

5. Enter your address

6. Enter the name of the person preparing the report

7. Enter the title of the person preparing the report in relationship to the project

8. Enter your telephone number.

9. Check the box for the progress report being submitted. To make a checked box, double click on the box. This will bring up a screen that will allow you to choose to check the box.

10. Enter the following budget numbers:
    (1) Total Grant Award;
    (2) Total Funds expended to date;
    (3) Items encumbered but not paid for; and
    (4) Balance on the total grant.

11. Table 1: Personnel
    Please list all staff working on the grant and their relationship to the grant.

12. Table 2: Equipment
    Has any equipment been purchased for this grant? If equipment has been purchased complete table 2.

13. Instructions for Narrative and Year End Project Summary

    PROGRESS REPORTS

3 Month Report	Narrative to cover first 3 months of operation (complete through step 13 of the instructions)
6 Month Report	6 Month Progress Report narrative, and statistics for the first 6 months of operation
12 Month Report	12 Month Progress Report narrative, and statistical report for the entire 12 month grant period.

Youth Emergency Telephone Referral Network Program, Progress Report Instructions

3 MONTH NARRATIVE INSTRUCTIONS

Please provide a detailed narrative covering the following program areas:
- Problems or delays the project is experiencing in implementing the Grant Award (i.e., problems encountered in ordering/receiving grant equipment; activities; and staffing issues that support each objective which are not currently operational or in place).
- Description of the project's source documentation designed to track the project's statistical information (e.g., intake and client contact sheets, telephone logs, assessment and treatment plans, progress notes).
- Anticipated areas that may need to be modified before the grant completes its first six months of operation (e.g., budget changes due to staff changes, equipment changes or modification to program objectives).
- What type of technical assistance would be valuable for the project?

Note: A Grant Award Modification (OCJP Form 223) must be submitted for any planned modifications prior to implementation.

FOR A THREE MONTH PROGRESS REPORT STOP HERE

6 AND 12 MONTH PROGRESS REPORT NARRATIVE INSTRUCTIONS

Please provide a detailed narrative covering the following program areas:
- If there were problems or delays in the start up of the grant award, please explain how these problems have been resolved and the current status of the program.
- Are the objectives being met according to schedule? Please summarize successes and obstacles.
- Describe activities and products developed to promote awareness and publicize the Youth Emergency Telephone Network.
- Describe the agency s coordination with other service providers; identify any gaps in services; and identify any duplication of services in the services area.
- Elaborate on what the project would like to detail about their services.

Note: A Grant Award Modification (OCJP Form 223) must be submitted for any planned modifications prior to implementation.

14. Table 3: Project Objectives and Activities
Regarding the progress report objectives, enter the total number of calls during the reporting period.

A caller is considered a youth if they are under the age of 18 years old. A caller is to be considered an non-youth if they are 18 years old or older, and are a concerned adult, family member, agency staff, or other caller.

15. Table 4: Crisis Counseling Topics Discussed with Youth
Report the crisis counseling topics discussed with youth who called the hotline. Multiple topics may be provided to youth.

16. Table 5: Referrals Provided to Youth
    Report the referrals provided to youth who called the hotline. Multiple referrals may be
    provided to youth.

17. Table 6: Age and Gender

18. Table 7: Ethnicity
    Have each client self-identify. Count each caller only once and as a whole number.

19. E-mail a copy of the report to your Program Specialist no later than the last calendar day of
    the month following the end of the reporting period.